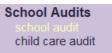# Immunization Registry Information System (IRIS) School and Child Care Audit Reporting Instructions August 2021

All school and child care audit data must be reported in IRIS. Before recording audit results in IRIS, users will need access to IRIS Audit functionality. Current School Audit users do not need to resubmit an IRIS Authorized Site Agreement. For individuals who do not have School Audit access, please complete the IRIS Authorized Site Agreement- Organization Form, and select "LPHA Org Admin" or "LPHA Standard User" under the Planned Use of IRIS, School Audit section. Send completed forms to irisenrollment@idph.iowa.gov. IRIS staff will add the school audit role to the user's existing access.

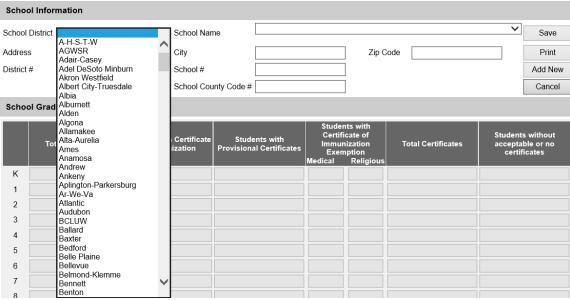Please call the IRIS Help Desk at 800-374-3958 with any questions about IRIS, or Jessica Schultz at 800-831-6293 with questions about the school and child care audit process.

School Audits

1) Select the "School Audit" link under the School Audits section of the menu panel.

School Audits
school audit
child care audit

2) Select the School District from the "School District" dropdown menu.

3) Select the School Name from the "School Name" dropdown menu.

4) The school's address, district #, school #, and school county code will automatically populate based on the District and School selected.

5) Enter the school's audit results. The "Total Certificates", "Students without acceptable or no certificates" and the "Total" fields at the bottom of the page will auto-calculate based on data entered. Only enter data in the grades that pertain to the selected school.

School Information

School District	Des Moines Independent	School Name	Brubaker Elementary School		Save
Address	2900 E 42nd Street	City	Des Moines	Zip Code 50317	Print
District #	1737	School #	0739		Add New
		School County Code #	77		Cancel

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption — Medical	Students with Certificate of Immunization Exemption — Religious	Total Certificates	Students without acceptable or no certificates
K							
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2

6) After entering the school's audit information, select the "Save" button to submit and save the audit. ***Navigating away from this page without selecting "Save" will result in loss of data. Be sure to select save before closing or navigating away from the page.** The message "School Audit record successfully added for the school" will appear, and zeroes will populate for grades not completed.*

School Information

School District	Des Moines Independent ⌄	School Name	Brubaker Elementary School ⌄			Save
Address	2900 E 42nd Street	City	Des Moines	Zip Code	50317	Print
District #	1737	School #	0739			Add New
		School County Code #	77			Cancel

School Grade Information

School Audit record successfully added for the school.

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption Medical	Religious	Total Certificates	Students without acceptable or no certificates
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2

7) To complete or enter a new audit, either select the School District and School Name from the dropdown menu or select the "Add New" button, which will reset all the fields on the page. ***Note: School Districts should not be used to report audit data with the exception of home school student records maintained at the school district office.***

School Information

School District	Des Moines Independent ⌄	School Name			Save
Address	2900 E 42nd Street	City			Print
District #	1737	School #			Add New
		School County Code #			Cancel

Dropdown list:
- Brody Middle School
- Brubaker Elementary School
- Callanan Middle School
- Capitol View Elementary School
- Carver Elementary
- Cattell Elementary School
- Christ The King School
- Cowles Elementary School
- Des Moines Adventist
- Des Moines Central Campus High School
- Des Moines Independent Comm School District
- Downtown School
- East High School
- Edmunds Fine Arts Academy
- Findley Elementary School
- Garton Elementary
- Gateway Secondary School
- Goodrell Middle School
- Gospel Assembly Christian Academy
- Greenwood Elementary School
- Hanawalt Elementary
- Harding Middle School
- Hiatt Middle School
- Hillis Elementary School
- Holy Family School
- Holy Trinity School
- Hoover High School
- Howe Elementary
- Hoyt Middle School

School Grade Information

School Audit recor...

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional...		s without ble or no icates
K	0	0	0		
1	95	78	10		
2	102	97	5		
3	97	85	3		
4	108	102	4		
5	0	0	0		

8) Follow the same steps to complete additional school audits for each school.

School Information

School District	Des Moines Independent ▼	School Name	Cowles Elementary School ▼		Save
Address	6401 College Ave	City	Des Moines	Zip Code	50324	Print
District #	1737	School #	0463		Add New
		School County Code #	77		Cancel

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption Medical	Religious	Total Certificates	Students without acceptable or no certificates
K							
1							
2							
3							
4							

Child Care Audits

1) Select the "child care audit" link under the School Audits section of the menu panel.

School Audits
school audit
child care audit
audit lists

2) Select the county from the "County" dropdown menu.

Facility Information

County		Name of Center	
	Adair		
Address	Adams	Zip Code	
	Allamakee		
City	Appanoose		
	Audubon		
	Benton		
	Black Hawk		
Age Gr	Boone		
	Bremer		
	Buchanan		
	Buena Vista		
	Butler	Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption Medical Religious
	Calhoun		
	Carroll		
	Cass		
4 throu	Cedar		
	Cerro Gordo		
6 throu	Cherokee		
	Chickasaw		
12 throu	Clarke		
	Clay		
19 throu	Clayton		
	Clinton		
24 mor	Crawford		
	Dallas		
	Davis		
	Decatur		
	Delaware		

3) Select the name of the child care facility from the "Name of Center" dropdown menu.

Facility Information

County [Polk ▾] Name of Center

2 B Tiny Child Dev Ctr & Preschool
2 For U Childcare West LLC
A Child's World - 68th St
Adventure-Life Preschool
All Star Day Care
Altoona 8th Street Child Care
Altoona Campus Kids Klub-Altoona Elem
Altoona Campus Kids Klub-Centennial Site
Altoona Campus Kids Klub-Clay Elem
Altoona Campus Kids Klub-Delaware Elem
Altoona Campus Kids Klub-Four Mile
Altoona Campus Kids Klub-Willowbrook
Altoona Elementary School PK
Altoona Kidsworld Daycare-Preschool Inc
Altoona Kidsworld Daycare-Preschool Inc #2
America's Children of Oakmoor
Anderson Elementary School PK
Angeli Cristiani Childcare
Ankeny Christian Academy Childcare
Ankeny Christian Childcare
Ankeny Lil' Tots Daycare & Preschool LLC
Apple Tree Children's Center-GRD
Apple Tree Children's Center-JOH
Apple Tree Children's Center-URB
Apple Tree Childrens Center-ANK
Apple Tree Childrens Center-ASH
Apple Tree Childrens Center-HEA
Ashland Ridge Elementary PK
Ashworth Road Baptist Church Preschool

Address [   ] Zip Code
City [   ]

Age Group Information

	Total Enrollment
4 through 5 months	
6 through 11 months	
12 through 18 months	
19 through 23 months	
24 months and older	
Total	

4) The child care facility's address information will populate. If the child care center is not listed, please contact the Iowa Immunization Program at 800-831-6293 ext. 4..

Facility Information

County [Polk ▾] Name of Center [All Star Day Care ▾] [Save]
Address [1922 SW 1st St] Zip Code [50315] [Print]
City [Des Moines] [Add New]
[Cancel]

5) Enter the child care facility's audit results. The "Total Certificates", "Children without acceptable or no certificates" and the "Total" fields at the bottom of the page will auto-calculate based on what is entered. Only enter data in the ages that pertain to the selected facility.

Facility Information

County [Polk ▾] Name of Center [All Star Day Care ▾] [Save]
Address [1922 SW 1st St] Zip Code [50315] [Print]
City [Des Moines] [Add New]
[Cancel]

Age Group Information

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption Medical	Children with Certificate of Immunization Exemption Religious	Total Certificates	Children without acceptable or no certificates
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

6) After entering the child care facility's audit results, select the "Save" button to submit and save the audit. ***Navigating away from this page without selecting "Save" will result in loss of data. Be sure to save before closing or navigating away from the page.*** The message "Child Care Audit record successfully added for the center" will appear.

Facility Information

County: Polk | Name of Center: All Star Day Care | Save
Address: 1922 SW 1st St | Zip Code: 50315 | Print
City: Des Moines | Add New
Cancel

Age Group Information

Child Care Audit record successfully added for the center.

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption Medical	Children with Certificate of Immunization Exemption Religious	Total Certificates	Children without acceptable or no certificates
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

7) To complete or enter a new audit, either select the county and child care facility from the dropdown menu or select the "Add New" button which will reset all the fields on the page.

Facility Information

County: Polk | Name of Center | Save
Address: 1922 SW 1st St | Zip Code | Print
City: Des Moines | Add New
Cancel

Dropdown list:
2 B Tiny Child Dev Ctr & Preschool
2 For U Childcare West LLC
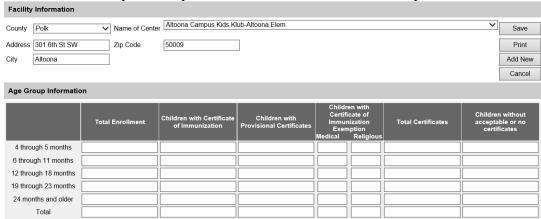A Child's World - 68th St
Adventure-Life Preschool
All Star Day Care
Altoona 8th Street Child Care
Altoona Campus Kids Klub-Altoona Elem
Altoona Campus Kids Klub-Centennial Site
Altoona Campus Kids Klub-Clay Elem
Altoona Campus Kids Klub-Delaware Elem
Altoona Campus Kids Klub-Four Mile
Altoona Campus Kids Klub-Willowbrook
Altoona Elementary School PK
Altoona Kidsworld Daycare-Preschool Inc
Altoona Kidsworld Daycare-Preschool Inc #2
America's Children of Oakmoor
Anderson Elementary School PK
Angeli Cristiani Childcare
Ankeny Christian Academy Childcare
Ankeny Christian Childcare
Ankeny Lil' Tots Daycare & Preschool LLC
Apple Tree Children's Center-GRD
Apple Tree Children's Center-JOH
Apple Tree Children's Center-URB

Age Group Information

	Total Enrollment
4 through 5 months	23

8) Follow the same steps to complete an audit for the child care facility selected.

Facility Information

County: Polk | Name of Center: Altoona Campus Kids Klub-Altoona Elem | Save
Address: 301 6th St SW | Zip Code: 50009 | Print
City: Altoona | Add New
Cancel

Age Group Information

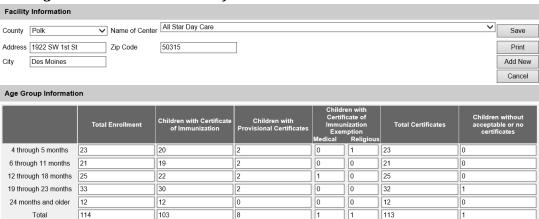|	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption Medical	Children with Certificate of Immunization Exemption Religious	Total Certificates	Children without acceptable or no certificates
4 through 5 months							
6 through 11 months							
12 through 18 months							
19 through 23 months							
24 months and older							
Total							

Viewing or Editing Audits

1) To view or edit audits the organization has completed, select the "audit lists" under the School Audits section.

School Audits
school audit
child care audit
audit lists

2) All of the audits completed by the organization will be listed. Audits can be deleted by selecting the delete button, or edit an audit by selecting the link for the school or child care facility and resaving the edited information.

Audit List

School/Facility Name	Last Updated Date	Audit Type	School District	Delete
All Star Day Care	08/21/2019	Child Care		Delete
Brubaker Elementary School	08/21/2019	School	Des Moines Independent	Delete

3) If audits are edited, select "Save". ***Navigating away from this page without selecting "Save" will result in loss of data.***

Facility Information

County: Polk   Name of Center: All Star Day Care   Save
Address: 1922 SW 1st St   Zip Code: 50315   Print
City: Des Moines   Add New
Cancel

Age Group Information

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption Medical	Children with Certificate of Immunization Exemption Religious	Total Certificates	Children without acceptable or no certificates
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

Audit Reports

1) To generate an audit report in IRIS, select the "audit report" link under the School Audits section.

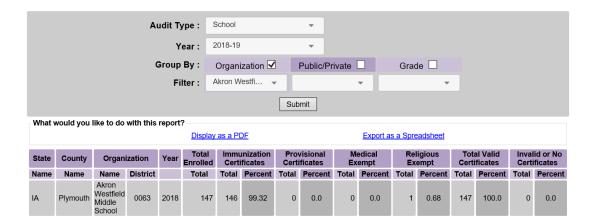**School Audits**
school audit
child care audit
audit lists
audit report

2) The report will default to display the total enrollment numbers of all completed audits for the county during the current school year.

Audit Type :	School
Year :	2018-19
Group By :	Organization ☐ Public/Private ☐ Grade ☐
Filter :	

Submit

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

State	County	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	2018	4715	4591	97.37	28	0.59	9	0.19	67	1.42	4695	99.58	20	0.42

3) The report allows users to filter the audit results by Organization, Public/Private schools, or by Grade.

4) To filter a report by all organizations, select the Organization checkmark box and select Submit. The report will display the total by school for all completed audits in the county.

Audit Type :	School
Year :	2018-19
Group By :	Organization ☑ Public/Private ☐ Grade ☐
Filter :	

Submit

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

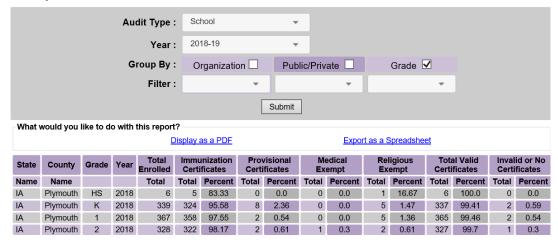| State	County	Organization	District	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name	Name	District		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	Akron Westfield Elementary School	0063	2018	257	254	98.83	1	0.39	1	0.39	1	0.39	257	100.0	0	0.0
IA	Plymouth	Akron Westfield Middle School	0063	2018	147	146	99.32	0	0.0	0	0.0	1	0.68	147	100.0	0	0.0

5) To filter a report by a specific organization, select the Organization checkmark box and select the organization name from the dropdown menu and select Submit. Although all schools can be selected from the menu, IRIS will only return results for the audits completed in the county.

Audit Type :	School
Year :	2018-19
Group By :	Organization ☑ Public/Private ☐ Grade ☐
Filter :	Akron Westfi…

Submit

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

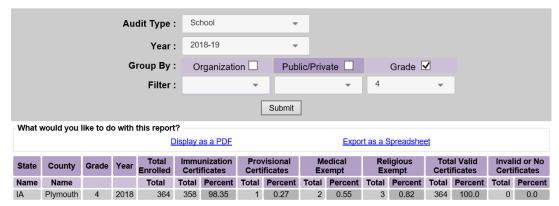| State	County	Organization		Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name	Name	District		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	Akron Westfield Middle School	0063	2018	147	146	99.32	0	0.0	0	0.0	1	0.68	147	100.0	0	0.0

6) To filter a report by public or private schools, select the Public/Private checkmark box and select either Private or Public from the dropdown menu and select Submit.

Audit Type :	School
Year :	2018-19
Group By :	Organization ☐ Public/Private ☑ Grade ☐
Filter :	private

Submit

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

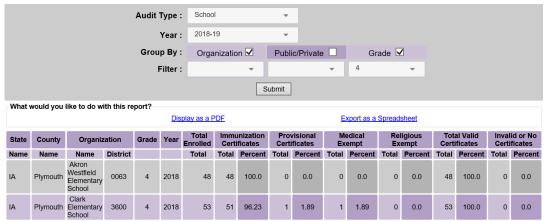| State	County	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	2018	662	627	94.71	0	0.0	3	0.45	21	3.17	651	98.34	11	1.66

7) To filter a report by all grades, select the Grade checkmark box and select Submit. The report will display the total by grade for all completed audits in the county.

Audit Type :	School
Year :	2018-19
Group By :	Organization ☐ Public/Private ☐ Grade ☑
Filter :	

Submit

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

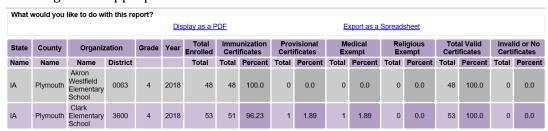| State | County | Grade | Year | Total Enrolled | Immunization Certificates | | Provisional Certificates | | Medical Exempt | | Religious Exempt | | Total Valid Certificates | | Invalid or No Certificates | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Name | Name | | | Total | Total | Percent | Total | Percent | Total | Percent | Total | Percent | Total | Percent | Total | Percent |
| IA | Plymouth | HS | 2018 | 6 | 5 | 83.33 | 0 | 0.0 | 0 | 0.0 | 1 | 16.67 | 6 | 100.0 | 0 | 0.0 |
| IA | Plymouth | K | 2018 | 339 | 324 | 95.58 | 8 | 2.36 | 0 | 0.0 | 5 | 1.47 | 337 | 99.41 | 2 | 0.59 |
| IA | Plymouth | 1 | 2018 | 367 | 358 | 97.55 | 2 | 0.54 | 0 | 0.0 | 5 | 1.36 | 365 | 99.46 | 2 | 0.54 |
| IA | Plymouth | 2 | 2018 | 328 | 322 | 98.17 | 2 | 0.61 | 1 | 0.3 | 2 | 0.61 | 327 | 99.7 | 1 | 0.3 |

8) To filter a report by a specific grade, select the Grade checkmark box and select the number grade from the dropdown menu and select Submit.

Audit Type :	School ▾
Year :	2018-19 ▾
Group By :	Organization ☐ Public/Private ☐ Grade ☑
Filter :	▾ ▾ 4 ▾

Submit

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

State	County	Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name			Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	4	2018	364	358	98.35	1	0.27	2	0.55	3	0.82	364	100.0	0	0.0

9) More than one filter can be selected for an audit report. A report can be generated by selecting multiple filters and the results will display.

Audit Type :	School ▾
Year :	2018-19 ▾
Group By :	Organization ☑ Public/Private ☐ Grade ☑
Filter :	▾ ▾ 4 ▾

Submit

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

State	County	Organization		Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name	Name	District			Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	Akron Westfield Elementary School	0063	4	2018	48	48	100.0	0	0.0	0	0.0	0	0.0	48	100.0	0	0.0
IA	Plymouth	Clark Elementary School	3600	4	2018	53	51	96.23	1	1.89	1	1.89	0	0.0	53	100.0	0	0.0

10) The results of the report can also be exported in a PDF or Excel spreadsheet by selecting on the appropriate link.

What would you like to do with this report?

Display as a PDF   Export as a Spreadsheet

State	County	Organization		Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name	Name	District			Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	Akron Westfield Elementary School	0063	4	2018	48	48	100.0	0	0.0	0	0.0	0	0.0	48	100.0	0	0.0
IA	Plymouth	Clark Elementary School	3600	4	2018	53	51	96.23	1	1.89	1	1.89	0	0.0	53	100.0	0	0.0

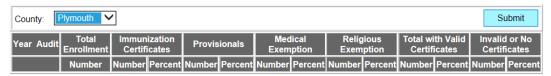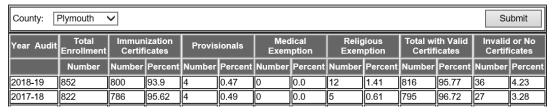## Summary by County Report

1) To generate a summary county report in IRIS, select the "summary-county" link under the School Audits section.

School Audits
school audit
child care audit
audit lists
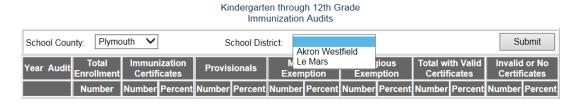summary - county
audit report

2) To generate the county child care summary, select the county from the dropdown menu and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.

County: Plymouth ▾   Submit

Year Audit	Total Enrollment	Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent

3) A summary of child care audits in the county will display.

County: Plymouth ▾   Submit

Year Audit	Total Enrollment	Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2018-19	852	800	93.9	4	0.47	0	0.0	12	1.41	816	95.77	36	4.23
2017-18	822	786	95.62	4	0.49	0	0.0	5	0.61	795	96.72	27	3.28

4) To generate the Kindergarten through 12th Grade summary, select the county and school district from the dropdown menus and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.

Kindergarten through 12th Grade Immunization Audits

School County: Plymouth ▾   School District: Akron Westfield / Le Mars   Submit

Year Audit	Total Enrollment	Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent

5) A summary of students Kindergarten through 12th Grade will display.

Kindergarten through 12th Grade Immunization Audits

School County: Plymouth ▾   School District: Hinton ▾   Submit

Year Audit	Total Enrollment	Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2018-19	724	719	99.31	1	0.14	0	0.0	4	0.55	724	100.0	0	0.0
2017-18	745	738	99.06	1	0.13	1	0.13	5	0.67	745	100.0	0	0.0